

# ASSIGNMENT 1

Textbook Assignment: "Technical Administration," pages 1-1 through 1-30.

<hr/> <p>Learning Objective: Identify the principles and techniques a crew leader applies in job planning, supervision, and production.</p> <hr/>		
1-1.	When you become a petty officer, you take on which of the following responsibilities?	1-5. To ensure a job is completed on on schedule, you should take which of the following actions?
	<ol style="list-style-type: none"> <li>1. Company clerk</li> <li>2. Project manager</li> <li>3. Project estimator</li> <li>4. Crew leader</li> </ol>	<ol style="list-style-type: none"> <li>1. Order extra equipment</li> <li>2. Conduct training</li> <li>3. Demand quality work</li> <li>4. Encourage teamwork and establish goals</li> </ol>
1-2.	Administration is the mechanical means petty officers use to accomplish which of the following functions?	1-6. Many young Seabees ignore danger or think a particular regulation is unnecessary. You , as a crew leader, can correct this problem by taking which of the following actions?
	<ol style="list-style-type: none"> <li>1. To plan, organize, supervise, manage, and document activities</li> <li>2. To apply their technical knowledge in directing personnel</li> <li>3. To ensure their subordinates work as efficiently as possible</li> <li>4. To set training goals for newly assigned supervisors</li> </ol>	<ol style="list-style-type: none"> <li>1. Rotating work assignments</li> <li>2. Giving proper instruction and training</li> <li>3. Criticizing them openly</li> <li>4. Scheduling projects appropriately</li> </ol>
		<hr/> <p>Learning Objective: Identify the procedures for tool kit maintenance, inspection, and material requisitioning.</p> <hr/>
1-3.	You are assigned duty as a petty officer in charge of a crew. What is your first responsibility before you make any work assignments?	1-7. A tool kit contains the hand tools required for a crew of what size?
	<ol style="list-style-type: none"> <li>1. To pass on to the operations officer the details of getting the job done</li> <li>2. To ensure your crew understands what is expected of them</li> <li>3. To establish daily work goals for your crews</li> <li>4. To determine whether equipment for the job is appropriate</li> </ol>	<ol style="list-style-type: none"> <li>1. Five</li> <li>2. Two</li> <li>3. Three</li> <li>4. Four</li> </ol>
1-4.	To ensure a job is completed on schedule, you should take which of the following actions?	1-8. As a crew leader, you must schedule tool kit inventories at what time intervals?
	<ol style="list-style-type: none"> <li>1. Order extra equipment</li> <li>2. Conduct training</li> <li>3. Demand quality work</li> <li>4. Encourage teamwork and establish goals</li> </ol>	<ol style="list-style-type: none"> <li>1. Daily</li> <li>2. Weekly</li> <li>3. Monthly</li> <li>4. Bimonthly</li> </ol>
		1-9. Which of the following forms is a crew leader most likely to use when ordering materials?
		<ol style="list-style-type: none"> <li>1. DD Form 1148</li> <li>2. DD Form 1250</li> <li>3. NAVSUP Form 1149</li> <li>4. NAVSUP Form 1250</li> </ol>

- 1-10. Of the following rate training manuals, which one offers information on the National Stock Number System?
1. Military Requirements for Petty Officer Third Class
  2. Blueprint Reading and Sketching
  3. Tools and Their Uses
  4. Constructionman

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Learning Objective: Identify the purpose of reporting labor hours used on given projects, the categories of labor, and the type of information that is entered on the daily labor distribution report.

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- 1-11. A labor accounting system is required to measure the man-hours that a unit spends on various functions.
1. True
  2. False

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| <ol style="list-style-type: none"> <li>A. Direct</li> <li>B. Indirect</li> <li>C. Overhead</li> <li>D. Military</li> </ol> |
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Figure 1A

IN ANSWERING QUESTIONS 1-12 THROUGH 1-14, REFER TO FIGURE 1A.

- 1-12. Labor that contributes to the product but does not produce an end product itself.
1. A
  2. B
  3. c
  4. D
- 1-13 Labor that does not contribute directly or indirectly to the end product, but includes all labor that must be performed regardless of the assigned mission.
1. A
  2. B
  3. c
  4. D
- 1-14 Labor that contributes directly to the completion of the end product.
1. A
  2. B
  3. c
  4. D

- 1-15. What is the labor code for an embarkation?
1. D02
  2. M03
  3. M08
  4. X05
- 1-16. When you attend a leadership school at Port Hueneme, your time is reported on the daily time card under what labor code?
1. X08
  2. X01
  3. T04
  4. M05
- 1-17. Refer to textbook figure 1-4. The 2 hours shown for Aaron represent time spent in what labor category?
1. Training
  2. Overhead
  3. Indirect
  4. Disaster control operations
- 1-18. After a daily labor distribution report form is filled out, it should be initialed by what person?
1. The company chief
  2. The platoon commander
  3. The assistant company commander
  4. The company commander
- 1-19. The daily labor distribution reports from each company are compiled and tabulated by what organizational unit?
1. The Supply Department
  2. The Management Department of the Operations Department
  3. The Training Department
  4. The Engineering and P&E Division
- 1-20. Information from the daily labor distribution report serves as a feeder report to the operations officer, as well as a construction management analysis source document, for which of the following personnel?
1. Crew leaders
  2. Platoon leaders
  3. The company chief
  4. Each of the above

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Learning Objective: Recognize the principles of the Personnel Readiness Capabilities Program (PRCP), the Safety Program, and the responsibilities of key personnel.

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- 1-21. PRCP provides for collecting information on which of the following subjects?
1. Predeployment planning
  2. Readiness of an NCF unit
  3. Training publications available to the NCF
  4. Prior military service education
- 1-22. Newly acquired skills are reported to which of the following personnel?
1. The company commander
  2. The educational services officer
  3. The PRCP coordinator
  4. The company clerk
- 1-23. What person directs the safety policy committee?
1. The safety chief
  2. The company chief
  3. The administration officer
  4. The executive officer
- 1-24. What is the primary objective of the safety policy committee?
1. To develop a safety doctrine and policy for a battalion
  2. To discipline personnel involved in an accident
  3. To elect a battalion safety chief and members of the committee
  4. To review all vehicle accident reports and determine the causes of accidents
- 1-25. The safety supervisors' committee serves what primary purpose?
1. It maintains safety programs for each project
  2. It collects and exchanges safety information and policies between projects
  3. It advises the safety division on safety procedures
  4. It investigates accidents that occur on the job
- 1-26. Recommendations for improving safety on the job should be forwarded to the safety policy committee via the safety supervisors' committee.
1. True
  2. False
- 1-27. What safety group should you, as a crew leader, contact when recommending changes in safety matters?
1. Safety division
  2. Supervisors' safety committee
  3. Safety policy committee
  4. Crew safety committee
- 1-28. As a leader of a crew working on a construction project, you are responsible for which of the following duties?
1. Training your crew members conditions
  2. Correcting unsafe practices and conditions
  3. Executing certain procedures when a crew member is involved in an accident
  4. All of the above
- 1-29. What person is responsible for conducting short stand-up safety meetings?
1. Safety chief
  2. Safety officer
  3. Crew leader
  4. Company chief
- 1-30. In addition to discussing project safety during stand-up safety meetings, which of the following topics of concern should be included?
1. Vehicle safety
  2. Prestart checks
  3. Equipment maintenance
  4. All of the above
- 1-31. What is one of the most practical safety techniques that you, as a crew leader, can apply?
1. Stand-up meetings
  2. Reprimanding violators in front of their peers
  3. Designating a crew member as a safety representative
  4. Leadership by example
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- Learning Objective: Recognize the procedures and documentation for hazardous material warnings, handling, and turn-in procedures.
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- 1-32. A material safety data sheet (MSDS) is required to be on site for all hazardous material.
1. True
  2. False

1-33. A material safety data sheet does NOT contain which of the following information?

1. All hazards associated with exposure to the material
2. Applicable laws governing use
3. Personnel protective equipment/safety precautions
4. First-aid/medical treatment for exposure

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| <ol style="list-style-type: none"><li>1. Health hazard</li><li>2. Fire hazard</li><li>3. Reactivity</li><li>4. Specific hazard</li></ol> |
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Figure 1B

IN ANSWERING QUESTIONS 1-34 THROUGH 1-37, REFER TO FIGURE 1B.

1-34. In a hazardous code chart, what does the top diamond indicate?

1. 1
2. 2
3. 3
4. 4

1-35. In the hazardous code chart, what does the bottom diamond indicate?

1. 1
2. 2
3. 3
4. 4

1-36. In the hazardous code chart, what does the right diamond indicate?

1. 1
2. 2
3. 3
4. 4

1-37. In the hazardous code chart, what does the left diamond indicate?

1. 1
2. 2
3. 3
4. 4

1-38. The degree of hazard is indicated on the code chart numerically from 0 through 4. As the number increases, the threat decreases.

1. True
2. False

1-39. Concerning the use of hazardous material, you should practice what safety rule?

1. Draw all material needed for an entire project
2. Draw material between each phase of a project
3. Draw only daily requirements
4. Draw weekly requirements

1-40. Hazardous material must be stored in approved containers and stored what distance from an ignitable source?

1. 15 feet
2. 25 feet
3. 35 feet
4. 50 feet

1-41. When turning in hazardous materials, you must submit a legible MSDS with the material.

1. True
2. False

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Learning Objective: Identify principles and techniques for planning and estimating projects.

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1-42. In planning a construction project, you should be concerned with which of the following estimates?

1. Equipment
2. Material
3. Manpower
4. All of the above

1-43. Activity quantities provide the basis for preparing the material, equipment, and manpower estimates.

1. True
2. False

1-44. According to NAVFAC P-405, Seabee Planner's and Estimator's Handbook, a man-day is based upon how many hours?

1. 8
2. 9
3. 10
4. 12

1-45. According to NAVFAC P-437, Facilities Planning Guide, a man-day consists of how many hours?

1. 8
2. 9
3. 10
4. 12

- 1-46. A "material takeoff" is also known by what other term?
1. A material estimate
  2. An equipment summary
  3. A work element
  4. A takeoff

- 1-47. Equipment estimates do NOT contain which of the following information?
1. Types of equipment
  2. Number of equipment required
  3. Fuel required
  4. Time required on site

- 1-48. As an estimator for a construction project, manpower estimates must contain sufficient detail to list man-days for all ratings assigned to each activity.
1. True
  2. False

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Learning Objective: Identify the different types of construction drawings and their uses.

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- 1-49. What type of drawings contains size, quantity, location, and relationship of building components?
1. Master plan drawings
  2. Project drawings
  3. Red-lined drawings
  4. As-built drawings

- 1-50. What type of drawings consists of boundary lines, acreage, locations, and descriptions of existing and proposed structures, existing utilities, north point indicator (arrow), and contour lines?
1. Master plan drawings
  2. Project drawings
  3. Red-lined drawings
  4. As-built drawings

- 1-51. During construction, you should mark up what type of drawing to indicate a minor change or a field adjustment?
1. Master plan drawings
  2. Project drawings
  3. Red-lined drawings
  4. As-built drawings

- 1-52. What type of drawing is made to indicate changes to a completed project?
1. Master plan drawings
  2. Project drawings
  3. Red-lined drawings
  4. As-built drawings

- 1-53. The order of project drawings is always the same.
1. True
  2. False

- 1-54. Title blocks may vary in format but contain the same information.
1. True
  2. False

- 1-55. The revision block is at what location on the drawing?
1. Top left corner
  2. Bottom left corner
  3. Top right corner
  4. Bottom right corner

- 1-56. A revision block contains what type of revisions?
1. Environmental
  2. Structural
  3. Supplementary
  4. Site

- 1-57. Graphic scales must be shown prominently on each drawing, because when drawings are reduced in size, the reductions are often not scaled to proportion.
1. True
  2. False

- 1-58. What is the purpose of "specific notes" on a project?
1. To give dimensional information
  2. To be explanatory
  3. To save space
  4. Each of the above

- 1-59. Working drawings do NOT serve which of the-following functions?
1. Provide a basis for making material, labor, and equipment estimates
  2. Complement the specifications; one is complete without the other
  3. Provide a means of coordination between ratings
  4. Provide extensive environmental and pollution control information

- 1-60. Civil working drawings do NOT include which of the following plans and information?
1. Site prep and site development
  2. Fencing
  3. Comprehensive instructions for construction
  4. Water supply units

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Learning Objective: Identify the BASIC concepts and principles of project management (project packages) .

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- 1-61. A project package consists of a total of how many files.
1. 7
  2. 8
  3. 9
  4. 10
- 1-62. In a project package, the safety plan is kept in what file?
1. File 1
  2. File 5
  3. File 3
  4. File 7
- 1-63. At what location in a project package should you find the master activity sheets and the level II?
1. File 1, left side
  2. File 3, left side
  3. File 3, right side
  4. File 1, right side
- 1-64. What file contains all authorizing and coordinating information about a project?
1. File 1
  2. File 2
  3. File 3
  4. File 4
- 1-65. The construction activity summary sheets are contained in what file?
1. File 2, right side
  2. File 2, left side
  3. File 3, right side
  4. File 3, left side
- 1-66. Project level IIIs are located in what file?
1. General information
  2. Correspondence
  3. Activity
  4. Network

- 1-67. In what file are field adjustment requests filed?
1. Quality control
  2. Correspondence
  3. Activity
  4. Plans

- 1-68. The project specifications are found in what file?

1. File 5
2. File 3
3. File 7
4. File 9

- 1-69. A list of long lead items is filed in the left side of what file?

1. File 1
2. File 2
3. File 3
4. File 5

- 1-70. The right side of the Safety/Environmental file contains which of the following information?

1. Safety plan
2. Highlighted EM 385
3. Environmental plan
4. Each of the above

- 1-71. The left side of the specifications file contains technical data for the project.

1. True
2. False